DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2559

Page 1 of 1

Agency

Agriculture

Division/Unit

Plant Industries & Pest Management
Plant Protection & Weed Management

Item	Descript		
No.		n & Weed Management Retention	
1.	Apiary/Beekeeper Records File contains information regarding by registration and licensing of bees.	Permanent. Retain for three (3) years, then transfer to Archives.	
2	Nursery Inspection Records File contains information regarding r brokers, phytosanitary certificates, pl permits to move plant pests into Mar collectors and the Plant Certification	Retain for three (3) years, then destroy.	
or Division F Date <u>Nov</u> Signature Typed Name	pproved by Department, Agency, Representative. vember 1, 2010 Carol A. Holko ram Manager	Schedule Authorized by Sta Date 8 16 20 Signature	

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SEL	RVICES	AGENCY RECORDS INVENTORY					
each new or revised record series. Forward		RTMENT OF GENERAL SERVICES ORDS MANAGEMENT DIVISION 75 Waterloo Road, P.O. Box 275							
with Records Retention Schedule (DGS-550-1)									
	Jessup, Ma			PAGE 1 OF 1					
1 Department/Agency		99-1930		2 Unit					
Department/Agency Agriculture	2. Division	on dustries & Pest Management		3. Unit					
Agriculture	Tiant industries at re	st Managemen	ıı	Plant Protection & Weed Management					
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.									
Record Series Title			5. Earliest Year/Latest Year						
Apiary/Beekeeper Records			2005 to 2010						
6. Record Series Description (Briefly describe the	types of information/doo	cuments/forms	found in th	e series. Include the purpose or function of the					
series.)									
			!::	ar of has selected					
These folders contain information regarding Maryland law mandates the regulation of the	•	-		-					
Maryland law mandates the regulation of the	e above activities and i	equires triat re	colds be k	spt.					
7. Record Series Format(s) List all	8. Record Ser	8. Record Series Sequence		9. Volume 3					
☑ Letter Size ☐ Microfilm	☑ Alphabetic	Alphabetical		mber					
Legal Size Computer Tape	☐ Numerical		☑ File Drawer(s)						
Davide Tara District	Chromoloo	1 -		Microfilm Reel(s)					
Audio Tape Floppy Disk				Computer Tape(s) Other (specify)					
☐ Bound Book ☐ Video Tape	☐ Geograph	Geographical							
Other (specify) Oracle Database	Other (spe	Other (specify)		10. Annual Accumulation					
,				Number					
			☐ File Dra	wer(s)					
		-		Microfilm Reel(s)					
			☐ Compu ☐ Other (:	• • • •					
11. File is Used		12. File Becom	es Inactive Af	der					
☐ Daily	nuaily	- Number	□ M	ionth(s) 🛛 Year(s)					
•									
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	Series Duplica	led Elsewhere? (If yes, specify agency or office.)					
Maryland Department of Agriculture Headquarters	☐ Yes No								
Room 345 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements						
☐ Yes	_								
·	⊠ None □ State □ Federal □ Independent								
17. Is an Index System used? If yes, explain briefly and describe	18. Recommended Retention								
☐ 192 ☑ 140	3 years								
	<u>, </u>								
· ·		20. Telephone Number							
Carol A. Holko		410-841-5920		August 26, 2010					

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE		VICES	AGENCY RECORDS INVENTORY		
reach new or revised record series. Forward	RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box		275	PAGE 1 OF 1		
	Jessup, Maryland 20794 410-799-1930			, ,		
Department/Agency	2. Division			3. Unit		
Agriculture	Plant Industries & Pest Managemen		:	Plant Protection & Weed Management		
		•				
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title		5. Earliest Year/Latest Year				
Nursery Inspection and Plant Certification Records				2005 to 2010		
6. Record Series Description (Briefly describe the type	pes of information/docu	uments/forms f	ound in the	e series. Include the purpose or function of the		
series.)						
These folders contain information regarding the follo	owing:					
Nurseries, Plant Dealers, Plant Brokers, Phyto Sanit	tary Certificates, Plant l	Pest Quarantin	es, Feder	al permits to move plant pests into Maryland,		
Ginseng Dealers and Collectors, Plant Certification						
Maryland law mandates the regulation of the above	activities and requires	that records be	kept.			
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume 38			
☑ Letter Size ☐ Microfilm	☑ Alphabetical		Number			
Legal Size Computer Tape	Numerical		☐ Fite Drawer(s) ☐ Microfilm Reel(s)			
☐ Audio Tape ☐ Floppy Disk	☐ Chronologic	☐ Chronological		Computer Tape(s)		
☐ Bound Book ☐ Video Tape ☐ Geo		Cal Other (
Other (specify) Oracle Database	Other (spec	Other (specify)		10. Annual Accumulation 3		
			Number			
•				wer(s)		
		,	☐ Microfile	` '		
			Other (• • • •		
11. File is Used		12. File Become	es Inactive Aff	er		
		1	_			
☑ Daily ☐ Weekly ☐ Monthly ☐ Annu	ally	Number	⊔∾	onth(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
Maryland Department of Agriculture Headquarters Room 345		☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements					
☐ Yes No	⊠ None					
	·					
17. Is an Index System used? If yes, explain briefly and describe rec	18. Recommended Retention					
⊠ Yes □ No		3 yea		ears ·		
Alphabetic and numerical index card file.						
19. Name and Title of Preparer	20. Telepho	one Number	21. Date			
Carol A. Holko		410-841-5920		August 26, 2010		